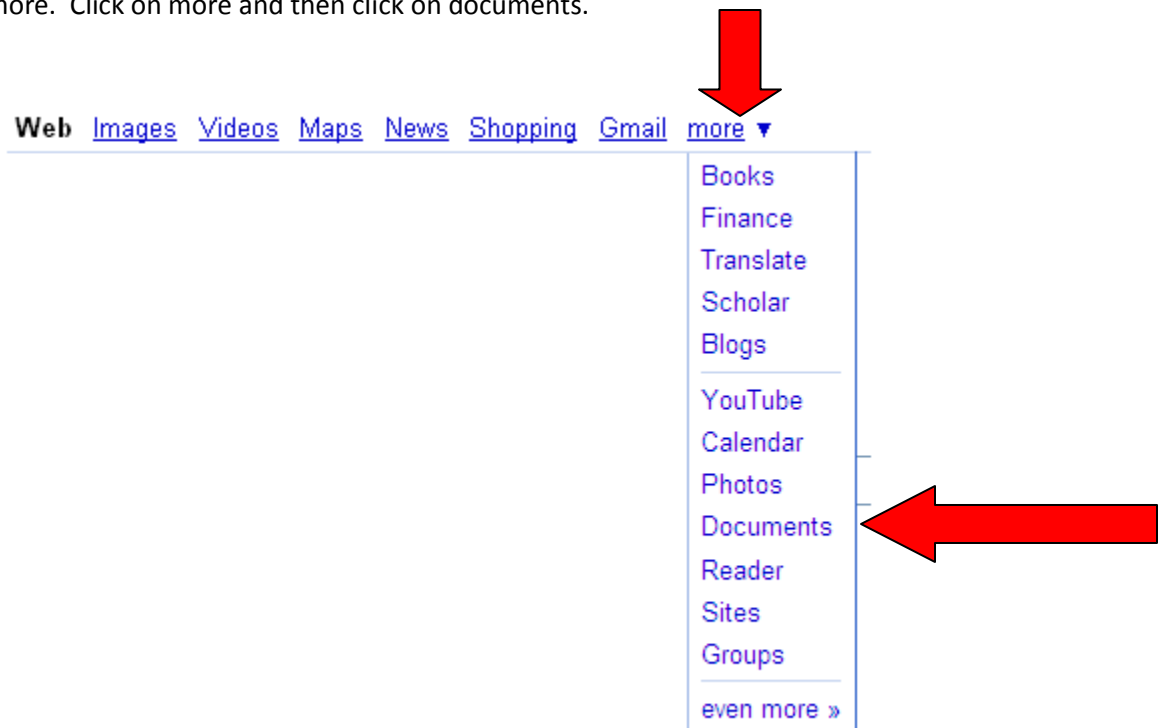


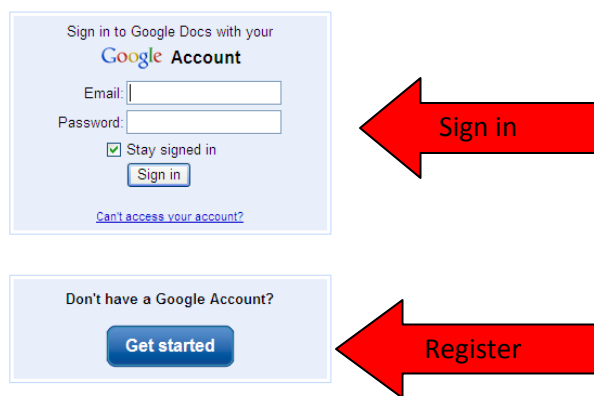
Using Google Docs

Google Docs is a free, web-based word processor, spreadsheet, presentation, and form application offered by Google. It allows users to create and edit documents online while collaborating in real time with other users.

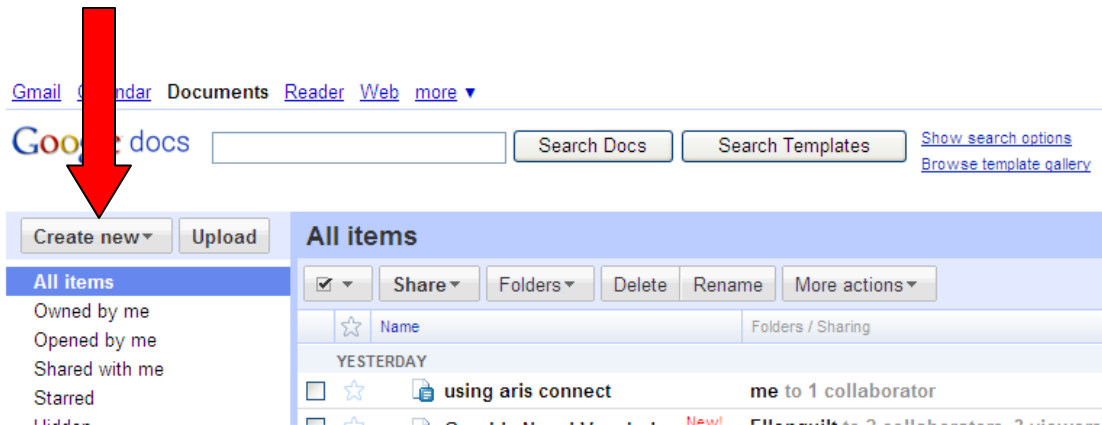
1. First you need to find Google Documents on the Google site, www.google.com. Go onto the site and look on the tabs on top. There is web, images, videos, maps, news, shopping, gmail and more. Click on more and then click on documents.



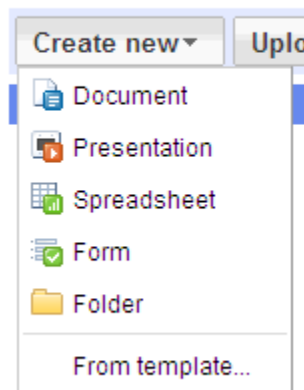
2. You will need to register for a Google Account if you do not have one. If you do just sign in using your email and password.



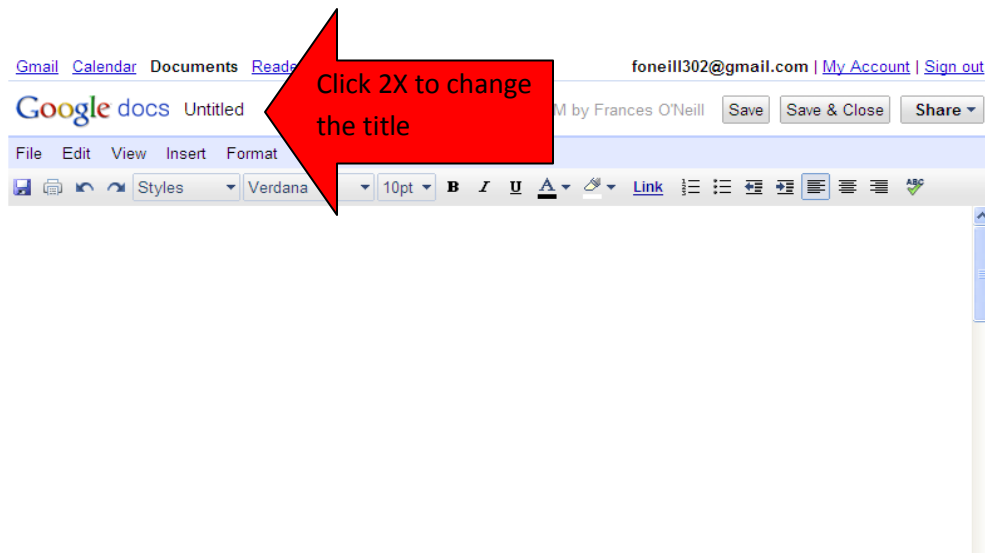
- Now you can create or upload Word documents, spreadsheets, and presentations. To create one click on Create New.



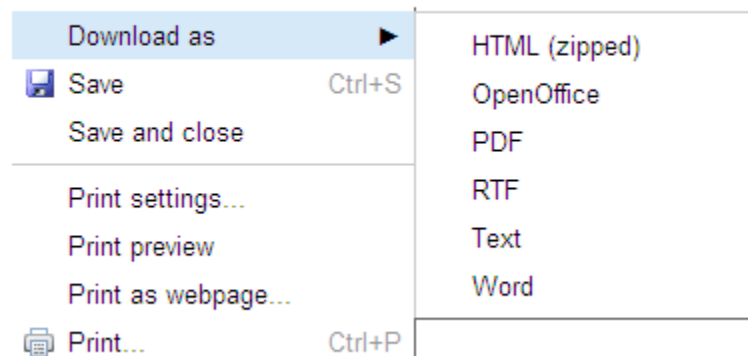
- You can choose which type of document you want to create-word, spreadsheet or presentation.



5. For practice purposes, click on document and start typing. You need to double click on the title on top to change the title. Take notice that the Google doc interface resembles Microsoft Word.



6. Save your document by clicking on File and then save. It will save in your Google Documents. However, you can also download this document as a HTML, Open Office, PDF, RTF, Text, Word documents. The document would then be found on your computer.



7. Follow the same steps for spreadsheets and presentations.